



Department of  
**Environment &  
Conservation**



**Tennessee Department of Environment and Conservation**  
**Big Hill Pond State Park – Park Manager 1**  
**Division of Tennessee State Parks, Bureau of Parks and Conservation**  
Annual Salary Range: \$51,540 - \$82,476

**About the Tennessee Department of Environment and Conservation (TDEC)**

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards;
- Protecting and improving the quality of Tennessee's land, air, and water, and
- Managing the system of 56 Tennessee State Parks and 85 Natural Areas

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

**Summary & Distinguishing Features**

The Big Hill Pond State Park Manager is an Executive Service position and part of the Department's Park and Conservation Management team. The Big Hill Pond State Park Manager reports to the Parks Area Manager (Area 1). The most important duty of this position is to ensure that the mission of Tennessee State Parks is achieved and implemented, while managing the day-to-day operations and staff at Big Hill Pond State Park.

**Duties and Essential Functions**

The Big Hill Pond State Park Manager's primary responsibilities include:

- Administration of an annual operating budget of \$320,000.
- Manage 4(+/-) full/part time staff and provide consistent coaching and performance evaluations throughout the year. Conduct regular meetings with park staff for effective communication of objectives and management strategies.
- Natural resource management of the park's 4138 acres.
- Coordinate with the West TN Regional Maintenance Office, to provide oversight and facility maintenance for the all of the park's facilities.
- Study and evaluate park operations and make recommendations/decisions on services to enhance economy and to improve the quality of operations and services.
- Establish performance measures for operations and programs that allow for effective measures of accountability, and provide for evaluation of quality and feasibility of operations and programs. Participate in the implementation and coordination of policies and methods for park operations. Study, review, and enforce state policies and guidelines at the park level.

- Responsible for establishing, reviewing and following the parks Management Directive Statement, Business & Management Plan, Interpretive Action Plan, Safety and Security/Emergency Management Plan, Park Facilities Management Plan and Standard Operating Procedures.
- Work closely with volunteers to develop a volunteer base that both supports the park through fundraising, interpretive activities and resource management projects.
- Participate in community outreach programs and partner with local businesses and area officials to promote the park and impact economic development.
- Assist with interpretive programming goals, marketing and promotional activities and facilities/maintenance management.

### **Competencies**

- Proven leadership skills – able to influence and motivate others to achieve quality results in an effective and efficient manner; success leading high performance teams. Competent at formulating long-range and strategic plans.
- Effective oral and written communications skills; ability to present complex topics effectively in a concise manner.
- Strong interpersonal skills dealing with people at various levels within the organization, as well as external stakeholders, including but not limited to, high level contacts in state, local and federal government – as well as private entities, conservation organizations, corporate sponsors, and general public and at times the media.
- Ability to resolve problems with effective solutions.

### **Qualifications**

Qualified candidates should possess a Bachelor's degree preferably in Natural Resource – Based Management (Natural Resources, Forestry, Wildlife Biology, etc.), Park and Recreation Management or related field and have 5+ years' natural resource and/or parks and recreation professional experience. Basic qualifications also include continued education and certifications in Resource Management, Parks and Recreation Management, Business Management, and Leadership Development. It is desired that the candidate be a state commissioned officer recognized by the Tennessee Law Enforcement Training Academy, or is willing to become commissioned.

All interested candidates should submit via email ([TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov)) resume, cover letter to Beth Smith. Additional questions may be addressed to [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov). Deadline for submitting an application is April 19,2019.

**Beth Smith, Director**

**Office of Talent Management**

Tennessee Department of Environment and Conservation

William R. Snodgrass TN Tower

312 Rosa L. Parks Avenue, 22<sup>nd</sup> Floor

Nashville, TN 37243

TDEC is an AA/EEO/ADA equal opportunity employer.